



Susan Bass Levin  
Chairman

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Executive Director

## NOTICE OF VACANCY

**THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:**

**ISSUE DATE:** 9/19/06

**JOB TITLE:** Data Base Analyst

**SALARY:** ( R11 ) ( \$ 44,224 ) - ( \$ 62,236 )

**DIVISION:** Information Technology

**FL STATUS:** Exempt ☒ Non-Exempt ☐

**EMPLOYMENT STATUS:** Full Time ☒ Part Time ☐ Temporary ☐

### **JOB DESCRIPTION:**

Under supervision of the manager of Information Technology, maintain and follow all HMFA database management standards, conventions and guidelines for multiple computing environments; assist in developing standards and guidelines. Provide Oracle Human Resource and Mitas database and application system administrative support for daily operations, including back-ups, performance tuning and security; maintain system documentation; analyze software programs and application procedures and make adjustments to maximize system performance; coordinate program modifications and/or system upgrades with Programmers; provide assistance to IT developers and other technical support staff as may be needed; update and manage Oracle and Mitas databases to ensure data integrity; recommend application development for maximum system utilization; resolve problems where necessary; plan and coordinate back-up and recovery techniques of data base information; establish and maintain lines of communication with proprietary software houses and make recommendations where appropriate. Assist with Oracle (confidential HRIS database) applications system administration by providing day-to-day maintenance and support of all Oracle e-Business Suite environments; define, document, and perform Human Resources system administration processes and procedures; perform related duties as required.

Position performs functions of a confidential nature.

### **MINIMUM REQUIREMENTS**

#### **1) EDUCATION:**

Four (4) year college degree in Management Information Science or related field; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

#### **2) EXPERIENCE / SKILLS:**

Five (5) years of database management experience; knowledge of Oracle and SQL databases; knowledge of methods and procedures used in conducting database installation and analyses; knowledge of system development life cycle and project management methodologies; and ability to work under tight time constraints, with minimum supervision. Ability to maintain a high degree of confidentiality.

**IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858.**

**THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.**